



Concorde Psychological Services - Executive Assistant (行政助理)

Responsibilities:

- Providing administrative and clerical support for the daily operation including filing, record keeping, data entry, basic accounting recording and purchasing
- Performing receptionist duties and answering general enquiries
- Scheduling appointments and handling enquiries form
- Coordinating meetings and taking minutes
- Supporting procurement and material management of the center
- Performing ad-hoc duties

Requirements:

- Higher Diploma or above (Higher Diploma in Psychology and Social Science is preferred)
- Grade E or above in Chinese Language and English Language (Syllabus B) in HKCEE or Level 3 or above English Language and Chinese Language in DSE
- Experience in working with the psychological service or NGOs is highly preferred
- Proficiency in MS Windows, MS Office (Word, Excel and PowerPoint), English and Chinese Word Processing. Competency in Excel is preferred
- Polite and reliable; able to work under fast-pacing environment; prudent with good communication skills
- Work 44 hours per week

Please send full resume with expected salary via email to kelly.lung@yo.org.hk by 31 Mar 2023. Only short-listed candidates will be notified.

Prospective employees are requested to undergo/submit Sexual Conviction Record Check for work relating to children or mentally incapacitated persons before employment. Data collected will be used for recruitment purpose only.